

UAMS

HIPAA HYPE

"Confidentiality is everyone's job,
not everyone's business."



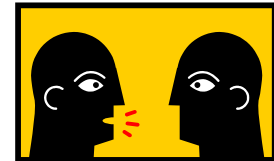
March 2006

Teamwork for Safeguarding Protected Health Information (PHI)

Everyone in the UAMS work force, which includes employees, students, volunteers, and official visitors, can work together as a team to protect the confidentiality of our patients' health information. Here are a few ways that we can work together to safeguard PHI:

Conversations-

Be discreet. When you are having a conversation about a patient in a non-private area, please keep the volume of your voice lowered, or talk in a private area. [UAMS Policy 3.1.38 Safeguarding PHI.](#)



Disposal of PHI-

When paper or labels containing patient information are no longer needed or required, either shred them or place in a secure shredding bin. If you notice that shredder bins are unlocked, full or overflowing, contact the University Hospital Privacy Officer at 526-6502. [UAMS Policy 3.1.38 Safeguarding PHI.](#)

Securing PHI-

Do not leave documents containing PHI on fax machines, copiers, printers, or in conference rooms and classrooms. Always secure or lock up PHI at the end of the day. Be especially mindful of patient stickers. The stickers are small and can easily slip out of charts or folders when the adhesive backing has not been peeled away. [UAMS Policy 3.1.38 Safeguarding PHI.](#)

Verification of Identity-

Before releasing patient information by phone, verify caller's identity if they are not known to you - even if it is the patient calling. If it is not the patient, then you must verify that person's identity *and authority* to have the information, or ask that the patient call instead. [UAMS Policy 3.1.37 Verification of Identity](#)



Minimum Necessary-

It is important to make reasonable efforts to limit your use or disclosure of, and requests for, PHI to the minimum necessary to accomplish your intended purpose of the use, disclosure, or request. Remember the "need to know" rule. [UAMS Policy 3.1.25 Minimum Necessary](#).

When Purchasing Software, IT Security is Here to Help

When purchasing software which can store PHI, you should consult with IT Security to determine how best to protect PHI and other confidential information. UAMS IT Security can be reached at 603-1336.

HIPAA QUIZ

1. I can properly dispose of PHI in the following ways:
 - A. Dropped into a locked shredding bin
 - B. Run through an office shredding machine
 - C. Dropped into a recycling bin
 - D. All of the above

2. I can release patient information to someone other than the patient if I have sufficiently verified their identity and their authority to receive the information.
 - A. True
 - B. False

3. If an insurance company requests a copy of a patient's Cardiology outpatient clinic visit note, I should send the entire chart even if it is not requested.
 - A. True
 - B. False

Return the quiz page to the HIPAA Office #829 by April 14th and be eligible for our spring drawing!

Questions about HIPAA? E-mail us at HIPAA@UAMS.EDU

Name: _____ Dept: _____ Phone: _____